

WEST VIRGINIA DEPARTMENT OF TRANSPORTATION
DIVISION OF HIGHWAYS
MATERIALS CONTROL, SOILS AND TESTING DIVISION

MATERIALS PROCEDURE

PROCEDURE FOR EVALUATING PRODUCTS FOR USE
IN HIGHWAY CONSTRUCTION

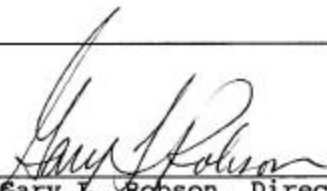
1.0 SCOPE

- 1.1 Products not currently included in the Standard Specifications or Supplemental Specifications are frequently presented to the Division by various producers or suppliers with a request that they be considered for use in our highway program. In order to facilitate handling of such requests in a uniform and expeditious manner, this procedure outlines the steps necessary for such product evaluation.

2.0 PROCEDURE

- 2.1 Upon receipt of a request for consideration of a product, the originating District or Division will forward the request through the State Highway Engineer - Construction to the Materials Control, Soils and Testing Division.
- 2.2 The Manufacturer/Supplier will be furnished a copy of Form HL-468, Preliminary Information for New Product Evaluation, to be completed and returned to the Materials Control, Soils and Testing Division.
- 2.3 Upon receipt of the completed Form HL-468, the Materials Control, Soils and Testing Division will circulate the HL-468, together with all other pertinent data, for review and comment by the originating District or Division, as well as any other interested District or Division.
- 2.3.1 If the consensus of the review indicates that the product may be accepted without further evaluation, a proposed specification will be submitted for consideration by the Specifications Subcommittee, and the Manufacturer/Supplier so advised by a letter prepared by the Materials Control, Soils and Testing Division for the State Highway Engineer - Construction.

- 2.3.2 If the consensus of the review indicates that further experimentation, research, or evaluation is needed, a request for funding the additional work will be submitted by the Materials Control, Soils and Testing Division to the State Highway Engineer - Construction for consideration by the Program Formulation Committee. If approved, the additional work will be completed and the results submitted to all interested Districts and Divisions for review and comment as per paragraph 2.3 above. If disapproved, information concerning the disapproval will be forwarded to interested Districts and Divisions for review and comment.
- 2.3.3 If the consensus of the review indicates that the product is not acceptable, a letter prepared by Materials Control, Soils and Testing Division for the State Highway Engineer - Construction will so advise the Manufacturer/ Supplier.
- 3.0 DOCUMENTATION
- 3.1 The Materials Control, Soils and Testing Division will maintain a Product Evaluation Circular listing the current status of all requests for product evaluation from the time of receipt. This circular will include the product evaluation report number that gives such information as the product name, the manufacturer, date of initial request, HL-468 information, evaluation data by the Division, and the final action recommended. Abstracts of the circular will be distributed periodically throughout the Division for information. Product evaluation data will also be periodically forwarded to the secretary of the AASHTO Subcommittee on Materials for inclusion in SPEL.



Gary L. Robson, Director
Materials Control, Soils
and Testing Division

GLR:k

Attachments

WEST VIRGINIA DIVISION OF HIGHWAYS
PRELIMINARY INFORMATION FOR TECHNOLOGY/PRODUCT EVALUATION

1. TRADE NAME _____ DATE _____
MANUFACTURER _____ PATENTED: NO___ YES___
ADDRESS _____ APPLIED FOR _____
 City State Zip Code
2. REPRESENTATIVE _____
ADDRESS _____ PHONE NO. _____
 City State Zip Code (Area)
3. PRODUCT IDENTIFICATION _____
4. RECOMMENDED USE - PRIMARY _____

5. RECOMMENDED USE - ALTERNATE _____

6. OUTSTANDING FEATURES OR ADVANTAGES CLAIMED _____

- 6a. ANY KNOWN OR PROBABLE ADVERSE AFFECT ON PRESENTLY USED OR INSTALLED
MATERIALS, STRUCTURES OR EQUIPMENT _____

7. MATERIAL COMPOSITION _____

8. MATERIAL SPECIFICATIONS FURNISHED BY MANUFACTURER?

YES ____ NO ____

9. PLAN DRAWING, PICTURE, OR SKETCH FURNISHED BY MANUFACTURER?

YES ____ NO ____ COPY ATTACHED: YES ____ NO ____
TO BE MAILED ____

10. MEETS REQUIREMENTS OF FOLLOWING SPECIFICATIONS:

AASHTO ____ ASTM ____ FEDERAL SPECS ____ OTHER ____

11. APPROVED FOR PROPOSED USE BY HIGHWAY AUTHORITIES OR OTHER AGENCIES IN THE
FOLLOWING STATES: _____

ARE THEY USING IT? YES ____ NO ____ TRIAL _____

12. ARE INSTRUCTIONS OR DIRECTIONS FOR INSTALLATION, APPLICATION OR USE
AVAILABLE?

YES ____ NO ____ COPY ATTACHED: YES ____ NO ____
TO BE MAILED ____

13. WILL DEMONSTRATION BE PROVIDED? _____

14. ARE EDUCATIONAL COURSES OR MOVIES AVAILABLE? YES ____ NO ____

15. AVAILABILITY: SEASONAL _____ NON-SEASONAL _____

DELIVERY AT SITE _____

AFTER RECEIPT OF ORDER. ARE QUANTITIES LIMITED? YES ____ NO ____

16. WILL FREE SAMPLE BE FURNISHED? YES ____ NO ____

17. APPROXIMATE COST _____

18. IF PROPRIETARY, WHAT ARE ROYALTY COSTS AND ON WHAT BASIS ARE THEY
COLLECTED? _____

19. NEW ON MARKET? YES ___ NO ___ IT WAS IN 19 ____.

ALTERNATE FOR WHAT EXISTING PRODUCT _____

20. IS PRODUCT GUARANTEED? YES ___ NO ___ CONDITIONS _____

COPY ATTACHED _____

21. BACKGROUND DESCRIPTION OF COMPANY AND ITS PRODUCT _____

22. WHO RECOMMENDED THAT THE DIVISION OF HIGHWAYS BE CONTACTED?

23. HAS ANOTHER DIVISION OF THE DIVISION OF HIGHWAYS BEEN CONTACTED? YES ____
NO ____ WHICH? _____

24. ADDITIONAL INFORMATION _____

MP 106.00.02
ATTACHMENT II
ORIGINAL ISSUANCE: APRIL 1976
REISSUED: JANUARY 1995
PAGE 4 OF 4

25. THE FOREGOING INFORMATION IS FURNISHED BY:

NAME: _____

ADDRESS: _____

COMPLETED FORMS SHOULD BE RETURNED TO:

DIRECTOR
WEST VIRGINIA DEPARTMENT OF TRANSPORTATION
DIVISION OF HIGHWAYS
MATERIALS CONTROL, SOILS AND TESTING DIVISION
190 DRY BRANCH RD
CHARLESTON, WEST VIRGINIA 25306